

## **Annual Meeting Committee Charter**

**[Approved June 2006]**

**I. Purpose:** According to the Bylaws, the Annual Meeting Committee is a Standing Committee that “shall be responsible for the program and all other aspects of the annual meeting.”

**II. Composition:** The President-Elect serves as or appoints the Chairperson and the members of the Annual Meeting Committee, and may create other subcommittees as needed to complete the work of the committee. The Executive Secretary serves on the Committee, along with other representatives of the Secretariat that he/she appoints. Each chair of a Specialty Group serves on the Committee or delegates a representative of the Specialty Group to serve on the Committee. The Committee includes one member responsible for the student and international travel awards. For continuity, the Committee typically includes at least two members who served on the prior year’s Committee. The President and Treasurer serve on the Committee.

**III. Duties:** The Committee shall have the following duties:

The Bylaws stipulate that the SRA “shall have an annual business meeting of the members at such time and place as shall be determined by the Council. Members of the Society shall be notified of the time and place of the meeting at least four weeks in advance.” The Annual Meeting Committee maintains the responsibility for planning the meeting in coordination with the Secretariat and begins its planning for the following Annual Meeting at the beginning of the calendar year. The duties for the Committee include a number of tasks, many of which are coordinated by the Secretariat (target dates completed by assuming the meeting occurs in the first week of December):

- Write the Call for Papers to post on the SRA website (February 1)
- Develop and post the on-line registration, abstract, symposium, and other forms (February 15)
- Print and mail the Call for Papers (March 1)
- Recruit sponsors and exhibitors (February-October)
- Submit information about the Annual Meeting plans to the *RISK Newsletter* (quarterly)
- Establish deadlines for abstract, symposia proposals, and workshop proposal submissions (June 1)
- Conduct the program meeting (sort abstracts, assign session titles and chairs, layout the preliminary program, designate times/rooms for all meetings) (mid-June, preferably scheduled immediately before or after the mid-year Council meeting)
- Determine student and international travel awardees and update the archival information about award winners (mid-July)
- Notify submitters about acceptance/rejection of abstracts (mid-July)
- Mail exhibitor brochures (mid-July)
- Contact Session Chairs about responsibilities (mid-July and December 1)
- Preliminary program design and layout (first two weeks in July) (includes all plenary and technical sessions, all Specialty Group, Council, and committee meetings, receptions, and mixers, etc.)
- Proof and iterate on Preliminary Program design (last 2 weeks in July)
- E-mail Preliminary Program and registration materials to members (mid-August)
- Post Preliminary Program on website (mid-August)
- Design Final Program/layout (mid-September)
- Proof Final Program (October 1)

- Revise and iterate on Final Program (first two weeks in October)
- Arrange computer/audio visual vendors and finalize exhibitors (November 1)
- Send Final Program to printer (first week in November)
- Order food and beverages (November)
- Prepare the detailed budget for the following Annual Meeting for approval by Council (last week in November to meet deadline for inclusion in Council packet)
- Ship materials to conference hotel (December 1)
- Hold the SRA Annual Meeting (first week in December)
- Evaluate the meeting (immediately following the meeting)

The Committee receives an annual budget to support the planning of the meeting. The Secretariat maintains on-going planning efforts to negotiate contracts, logistics, and requirements with resorts well in advance of each Annual Meeting and to facilitate smooth interactions with the resort staff. Abstract submissions occur electronically through the SRA website. Members of the Committee are responsible for reviewing all of the abstracts prior to the program meeting, making recommendations for the program at the meeting, and determining the program. The chair of the Committee typically maintains responsibility for running the program meeting, but may delegate the responsibility and any other responsibilities related to the meeting.

The SRA sets aside funds each year to support travel and tries to provide some financial support to every applicant and the Committee maintains responsibility for awarding these. With respect to annual meeting travel awards, the SRA maintains a policy that applicants may not receive travel funds for more than one year. Applicants who request a second year of funding may receive a waiver of the Annual Meeting registration fee (at the discretion of the Committee), but not more than two times. This policy allows the SRA to continue to support potential new members, and expects them to find sufficient value in the meeting so that they find funds to support their travel in future years. The Secretariat maintains the list of prior award winners.